

Jim Doyle
Governor

Helene Nelson
Secretary



State of Wisconsin

Department of Health and Family Services

DIVISION OF CHILDREN AND FAMILY SERVICES

1 WEST WILSON STREET
P O BOX 8916
MADISON WI 53708-8916

Telephone: 608-267-3905
FAX: 608-266-6836
dhfs.wisconsin.gov

July 15, 2005

BRL Day Camp Memo-2005-04

To: Day Camps

From: Jill Chase, Director
Bureau of Regulation and Licensing

RE: Requirements for Written Policies

In order to prevent tragedies like the recent death of a young toddler left in a van and to ensure that children are transported safely, you are now required to develop written policies as outlined in HFS 55.

All camps must develop and implement written policies that address the items below. These policies and procedures must be in place by **August 22, 2005** and submitted to your licensing specialist by the next license continuation date along with any other revisions. Please ensure that your written policies include the following:

1. a procedure in the in-service training and orientation of staff and volunteers policy to notify a parent or guardian when children are absent from the day camp without notification; and
2. if you transport children or contract for transportation services, written procedures in your transportation policy that track children and ensure that the whereabouts of children being transported are documented from the time a child is picked up until that child is relinquished to the responsible caregiver. This procedure must be shared with staff during the pre-camp training program required under HFS 55.42(2)(a)2.

You may decide which procedures will work best for your day camp. For example, you may require the driver to use a check-off list documenting the times a child has been picked up and dropped off. You may want to require the driver to review that check-off list with another center staff member who will confirm that all children are accounted for and that all children have safely exited the vehicle. You may also want to require the driver to include a physical walk through of the vehicle to check all seats or require the use of an alarm system requiring the driver to disable the alarm at the rear of the vehicle. You may implement one or all of these options.

Under Wisconsin's Administrative Code, HFS 55.09(4)(a) children may never be left unattended in a vehicle. Additionally, HFS 55.09(1)(a) and HFS 55.09(4)(e) state that a center is responsible for a child between the time the child is picked up until the child

reaches his/her destination and that after transporting a child to his/her destination, an adult shall wait until the child enters the building or is in the custody of the adult.

As always, you must continue to ensure that all staff meet other supervision and transportation regulations such as: checking the drivers' license and driving record of center drivers, properly restraining children in car safety seats and meeting safety risk reduction procedures issued by the National Traffic Safety Administration to not transport more than 10 persons total in 15 passenger vans. *

Failure to meet all supervision and transportation rules that protect the health, safety and welfare of children in care may affect your ability to transport children or may result in sanctions and/or penalties up to, and including, revocation of your day camp license.

Please contact your licensing specialist if you have any questions about these requirements. Thank you for your efforts to protect the health, safety and welfare of children in your care.

* Attachment: Use of 10+ Passenger Vans to Transport Children to and from Schools